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6.10 Accident/Incident Reporting and Investigation

6.10.1 The company's goal is a safe work environment for its employees. This requires thorough investigation of all accidents and incidents with emphasis on prevention of recurrence and ensuring prompt and accurate reporting of all job related injuries or illness (including minor first-aid cases) and incidents that might have resulted in injury. While all incidents should be investigated, the extent of such investigation shall reflect the seriousness of the incident utilizing a root cause analysis process or other similar method.

6.10.2

Personnel shall be trained in first aid techniques which support first responder actions. If further loss may occur after an immediate rescue employees shall evaluate the situation to eliminate any further equipment, hazardous material or personnel needs to mitigate post incident losses.

6.10.3

An "occupational injury" is an injury such as a cut, fracture, sprain, etc., which results from a work accident or from an exposure involving a single incident in the work environment.

6.10.4 An "occupational illness" is any abnormal condition or disorder, other than one resulting from an occupational injury, caused by exposure to environmental factors associated with employment. It includes acute and chronic illness or diseases that may be caused by inhalation, absorption,

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ingestion or direct contact.

6.10.5 An "incident" or "near miss" is an undesirable or unexpected event that results in no injury, loss, or damage of any kinds but could have under different conditions of timing, space, position or sequence of events.

6.10.6 Employees are required to report promptly all job-related injuries or illness (regardless of how minor) and incidents that might have resulted in injury to their supervisor. OSHA requires reporting of work related incidents resulting in the death of an employee or the hospitalization of three or more employees within 8 hours of discovery. Owner Clients require all incidents to be reported including, but not limited to, injuries, spills, property damage, fires, explosions, and vehicle damage within 24 hours. The Owner should be advised of all lost time accidents or illness as soon as possible and should be advised immediately by telephone or the fastest means available of any major accidents including, severe personal injury or extreme property damage. In the event the Owner is unavailable, the Office Manager will be contacted immediately.

6.10.7 Accident/Incident investigation is an important factor in accident prevention.

Its chief purpose is to ascertain the cause of the accident/incident so that recurrence can be prevented. Accident/Incident investigation shall be conducted as follows:

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1. Organize an Accident/Incident Review Team. Individual responsibilities for reporting and investigation must be pre-determined and assigned prior to incidents. Team should consist of at least:

Site Supervision

Safety Coordinator

Owner

Other members could include:

Member(s) of work force

2. Interview those involved

Review purpose of Accident/Incident Investigation:

☐ Enables us to take action to prevent a recurrence.

☐ Interest is fact finding, not fault finding. Does not blame people. Review Team will review data to uncover the system or process that needs to be corrected.

3. Visit accident/incident scene, take photos (if permissible), make sketches, etc., as needed. Other equipment needed may include writing items, tape measure, camera, audio recorder, PPE, flag marking devices, equipment manuals. All evidence collected must be preserved and secured for the investigation process.

4. Initial identification of evidence immediately following the incident might include a listing of people, equipment, and materials involved and a recording

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of people, equipment, and materials involved and a recording of environmental factors such as weather, illumination, temperature, noise, ventilation, etc. Interview promptly while memories are fresh and not influenced by discussions with others.

A. Team should interview witnesses one at a time. (One-on-one interviews may sometimes be needed, use judgment). Written statements should be taken from witnesses when conducting an accident investigation.

B. Conduct interviews with minimal interruptions.

C. Ask questions to clarify. Ensure that witness's account and Team's understanding agree.

D. Account of accident/incident should be in chronological order starting with beginning of day and taken through time of incident

E. Encourage witnesses to contact one of the Review Team members later if they remember additional facts.

6.10.8 For accident investigations, complete Form #0300 supplied in this section (35.7). For incident investigation, complete Form #0301-INMI supplied in this section (35.8). Written incident reports should be prepared and include an incident report form and a detailed narrative statement concerning the events.

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The format of the narrative report may include an introduction, methodology, summary of the incident, investigating board member names, narrative of the event, findings and recommendations. Photographs, witness statements, drawings, etc. Should be included.

6.10.9 POINTS TO REMEMBER:

1. Accident/Incident investigation tracks the problem back through the cause and effect chain until the original cause is identified.
2. As the analysis proceeds, every answer to the question "why?" must either yield a cause or lead forward.
3. No analysis can lead to a dead end. If it does, there must have been an alternate path that was missed.
4. You have not come to a cause until you have come to a point where you can take action.
5. There may be more than one cause to a problem such as proper procedure not followed, training needed, etc. After determining incident cause, go back through the "WHY'S" to find if there may be another cause that you can take action to eliminate.
6. Proper documentation and communication of lessons learned will assist in similar operations to prevent reoccurrence.

6.10.10 For all cases requiring medical attention, the "Employer's Report of Occupational Injury or Disease" shall be filed in accordance with applicable

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state laws. A copy of this report and a copy of the "Supervisor's Accident Report" shall be sent per form distribution.

6.10.11 The Owner shall review each accident report. Incident investigations should

result in corrective actions, individuals should be assigned responsibilities relative to the corrective actions, and these actions should be tracked to closure.

6.10.12 Personnel shall be trained in their roles and responsibilities for incident response and incident investigation. The company will review with each employee upon initial assignment those training requirements which the employee must know to perform accident/incident investigation. This training is performed upon initial assignment, whenever the employee's responsibilities or designated actions under the plans change, and whenever the plan changes.